FORMAL TRAINING ADMINISTRATION AND MANAGEMENT - AIRLIFT AND TANKER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 3622, Air Force Military Training. It establishes policy for student administration, conduct and documentation, and provides management guidelines for all airlift and tanker aircrew AETC flying training programs. HQ AETC/A3Z oversees these programs. HQ AETC/A3FV assists in this oversight responsibility. This instruction applies to all AETC units conducting graduate level airlift and tanker flying training, Air Force Reserve Command (AFRC) and Air National Guard (ANG) associate instructors assigned to active duty U.S. Air Force formal training units (FTU), and ANG and AFRC units conducting AETC flying training courses. Subordinate units should supplement this instruction. Forward local supplements through NAF/DO to HQ AETC/A3Z for approval prior to publication. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, Recommendation for Change of Publication,

according to AFI 11215, USAF Flight Manuals Program (FMP). HQ AETC/A2/3/10 is the overall approving authority for changes to this publication, NGB/A3 is the approving authority for ANG-specific changes, and HQ AFRC/A3 is the approving authority for AFRC-specific changes. Unless otherwise specified, HQ AETC/A3Z is waiver authority for this instruction. Direct all questions concerning this instruction to HQ AETC/A3ZM, DSN 4872014.

This publication requires collecting or maintaining information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37, United States Code, Section 301a and Executive Order 9397 (social security number [SSN]). EO 9397 is the authority to collect SSNs. Forms affected by the PA must have the appropriate PA statement. System of records notice F011 AF XO A, Aviation Resource Management System (ARMS), applies and information about the system can be accessed at **http://www.defenselink.mil/privacy/notices/usaf**/. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. Attachment 1 contains a glossary of references and supporting information used in this publication.

(ALTUSAFB) This supplement defines, describes, and implements student training policies to ensure Altus Air Force Base provides global reach for America through the best mobility training in the world. It contains administrative instructions for C-17 and KC-135 student training within the 97th Operations Group (OG) and applies to all personnel assigned and attached to the 97 OG who conduct, develop, and/or manage airland, airdrop, and air refueling formal training unit (FTU) student training. It applies to commanders, operations supervisors, aircrews assigned or attached to the 54th Air Refueling Squadron (ARS) and 58th Airlift Squadron (AS) for flying, and any aircrew performing duties on C-17 or KC-135 aircraft with aircrews assigned or attached to the 97 OG. This supplement supersedes 97 OGI 11-1, V2. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field to the base publications/forms manager. Unless otherwise specified in this supplement or AETCI 36-2205, Volume 7, the 97 OG/CC is the waiver authority for this supplement. NOTE: Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: **ttps://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm**

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This update incorporates career enlisted aviator (CEA) guidance throughout. It adds a paragraph on Specific Use (1.2.). Deletes Crew Resource Management (CRM) Requirements (1.3.4.). Deletes Course Training Standards (1.5.). Deletes paragraphs 1.7.1 and 1.7.2. Moves Distinguished Graduate (1.9.) to 2.8. Deletes Fuel Conservation (1.10.). Deletes Flying Safety and Operational Risk Management (1.11.). Changes paragraph 2.1. title from Course Entry to Inprocessing. Deletes paragraph 2.1.1. Changes paragraph 2.3.4. title from In-Unit Course Completion to Other-than

FTU Course Completion. Deletes Standards and Discipline paragraph (2.6.). Deletes Instructor Responsibilities (2.8.2.). Moves Proficiency Advancement (2.8.3.), AT (2.8.4.) and Break-in-Training Events (2.9.) to Chapter 3. Deletes Briefing Requirements (2.10.) and Demonstrations (2.11.). Moves Regression Rules (2.12.) to 3.7. Deletes Overall Unsatisfactory Performance (2.13.). Moves Grading Procedures (2.14.) to 3.2. Adds/updates section on Graduate Training Information Management System (GTIMS) grading (3.3.) and Progress Review Process (4.2.). Updates Commander's Review Process (4.4.). Changes paragraph 3.2.2. title from PC to EC and updates process. Adds CR Records Distribution (4.5.) and an associated table (4.1.). Deletes Figure 3.1 Progress Review Process (With Wings Awarded) and replaces it with updated version at Attachment 4. Changes paragraph 5.1. from Grade Books to Training Records and moves to 3.1. Updates fitness AFI references from 10-248 to 36-2905. Updates Attachment 1, Glossary of References and Supporting Information. Adds Attachment 2, Sample Student Notification Memorandum. Adds Attachment 3, Briefing Guide and Checklist for the CR Process. Adopts new AETC Form 126G, Record of Commander's Review Action (Graduate Flying Training).

Chapter 1

GENERAL

1.1. Introduction. HQ AETC conducts graduate level flying training courses to provide qualified aircrew to the mobility air forces (MAF) and to sustain formal training unit (FTU) operations. These training courses produce aircrew with basic, mission, or instructor qualification applicable to each aircraft and mission. Each flying training course syllabus outlines graduation status, training location, course entry prerequisites, and provides a summary of training. The Education and Training Course Announcements (ETCA) Website, **https://etca.randolph.af.mil**/ also provides student administration and processing information.

1.1.1. **(Added-ALTUSAFB)** This instruction contains 97 OG student training management (STM) policies that govern student training documentation, practices and procedures.

1.2. Specific Use.

1.2.1. Applies to all airlift and tanker graduate level students, officer and career enlisted aviators (CEA).

1.2.2. For the purposes of this instruction, there are two levels of CEAs enrolled in graduate level flying training, initial and qualified/previously qualified.

1.2.2.1. Initial CEA. Students that have not successfully completed an aircraft mission qualification evaluation. Initial CEA students enrolled in formal flight training (FFT) are in conditional aviation career status.

1.2.2.2. Qualified/Previously Qualified CEA. Students who have completed formal flying training (i.e. have received a mission qualification in-flight evaluation with AF Form 8, Certificate of Aircrew Qualification, AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft), or AF Form 942, Record of Evaluation on file). Qualified CEA students enrolled in FFT are considered qualified for aviation service and are subject to review according to AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges, as supplemented when conduct or duty performance becomes suspect.

1.3. Responsibilities:

1.3.1. HQ AETC/A2/3/10 will:

1.3.1.1. Establish policies and provide directives and resources for the conduct of mobility aircrew training in AETC to include formal course training conducted by ANG and AFRC FTUs.

1.3.1.2. Approve formal flying training syllabuses developed and maintained by the command.

1.3.2. HQ AETC/A3Z will:

1.3.2.1. Coordinate graduate flying training policies and oversee syllabus development.

1.3.2.2. Oversee the management of all AETC, AFRC, and ANG graduate level flying training courseware.

1.3.3. HQ AETC/A3R is the OPR for programmed flying training (PFT) programming and management.

1.3.4. Number Air Force (NAF) DO will:

1.3.4.1. Oversee execution of aircrew training, administration, and management within AETC. The NGB/A3 and HQ AFRC/A3 will oversee aircrew training, administration, and management for ANG and AFRC FTUs respectively.

1.3.4.2. Approve students recalled to their units before the student disenrolls or departs according to AFI 11202, Volume 1, Aircrew Training. Notify HQ AETC/A3Z, HQ AETC/A3FV, and HQ AETC/A3R of all student recalls. Exception: Recalled students may depart in emergency situations, but their flying or training records will be held until the recall is approved.

1.3.4.3. Approve waivers according to paragraph 2.2.

1.3.5. The Operations Group Commander (OG/CC). Responsible for formal course training according to AETCI 36-2205, Volume 1, Formal Flying Training Administration and Management. The OG/CC will also:

1.3.5.1. Ensure ETCA requirements are current for all courses conducted at the FTU. Notify HQ AETC/A3ZM if ETCA requirements are not current.

1.3.5.2. Execute formal course training as directed by the appropriate syllabuses and this instruction.

1.3.5.3. Follow formal procedures for eliminating students according to AFI 11-402/AETC SUP.

1.3.5.4. Establish a registrar function in the student administration section.

1.3.5.5. Ensure graduates meet Air Force requirements of standards and discipline.

1.3.5.6. Identify to the appropriate NAF limiting factors and shortfalls that prevent successful mission accomplishment.

1.3.5.7. Ensure students meet course entry requirements. If a student does not meet course entry prerequisites, an approved prerequisite entry waiver is required prior to the class start date. See Chapter 2 for process information.

1.3.5.7.1. **(Added-ALTUSAFB)** Students who report for training with an incomplete or missing syllabus prerequisite checklist will not begin training. They will be given one duty day to resolve the issue or subsequently be disenrolled from training.

1.3.5.8. Appoints quality assurance representatives (QAR) to ensure Aircrew Training System (ATS) contractors meet standards. AFPAM 63-503, Quality Assurance of Training System Contracts, describes duties and responsibilities of QARs.

1.3.5.9. Assigns an ATS program manager, course manager, or subject matter expert for each crew position in each mission design series (MDS). AFPAM 63-503 describes how this individual assists the QAR in validating contract requirements.

1.3.5.9.1. **(Added-ALTUSAFB)** Aircrew Training System (ATS) Contractor Supported Training. Information concerning contractor duties is subject to the current terms of the applicable contract. If a conflict exists between the syllabus and an ATS contract, report the discrepancy to 97 TRS/TRC (C-17) or 97 TRS/TRK (KC-135).

1.3.5.10. Track all syllabus deviations and E-mail trend data to HQ AETC/A3ZM and 19 AF/DOH workflows, as applicable. Note: For ANG or AFRC FTUs co-located with active duty FTUs, one unit may handle these requirements for both FTUs. OG/CCs sharing training resources have shared responsibility for these items and may delineate certain responsibilities between groups in local guidance or memorandums of understanding. Additionally, OG/CCs should publish a supplement to this instruction detailing local training documentation, practices, and procedures.

1.3.5.10.1. **(Added-ALTUSAFB)** Operations Group STM. 97 TRS/TRT is the 97 OG group-level STM. TRT is the group-level oversight of student training functions.

1.3.5.10.2. **(Added-ALTUSAFB)** The 97 TRS/TRT will:

1.3.5.10.2.1. **(Added-ALTUSAFB)** Execute training guidance and develop initiatives to ensure the FTUs produce the highest quality students on-time to our customer.

1.3.5.10.2.2. **(Added-ALTUSAFB)** Manage group-wide policies to standardize student training/documentation practices.

1.3.5.10.2.3. **(Added-ALTUSAFB)** Act as a liaison to coordinate and track all flight training issues between the squadrons and higher headquarters.

1.3.5.10.2.4. **(Added-ALTUSAFB)** Coordinate, staff, secure, and manage student training waivers.

1.3.5.10.2.5. **(Added-ALTUSAFB)** Execute/lead quarterly Training Review Panel (TRP).

1.3.5.10.2.6. **(Added-ALTUSAFB)** Manage the 97 OG Instrument Refresher Program.

1.3.5.10.2.7. **(Added-ALTUSAFB)** Oversee student training projects which impact group-level or above.

1.3.5.10.2.8. **(Added-ALTUSAFB)** Conduct Staff Assistance Visits (SAVs) review and assist flying squadron training flights.

1.3.5.10.2.9. **(Added-ALTUSAFB)** Coordinate current and future Programmed Flying Training (PFT) hours and requirements with AETC/A3R and 97 OSS/OSOS (Current Ops).

1.3.5.10.2.10. **(Added-ALTUSAFB)** Represent the 97 AMW at appropriate MAJCOM and professional level conferences.

1.3.6. The unit commander (SQ/CC) will:

1.3.6.1. Execute formal training according to the AETC Syllabi.

1.3.6.2. Organize student administration under a designated flight or section. Example, flight commander (FLT/CC) or designated representative for students.

1.3.6.2.1. **(Added-ALTUSAFB)** Flying Squadron STM. Flying squadron student training managers (STM) are the primary points of contact for addressing student training issues within their respective squadrons. They provide direct oversight of student training documentation and are the student training experts for their respective major weapon systems.

1.3.6.2.2. **(Added-ALTUSAFB)** The Flying Squadron STM will:

1.3.6.2.2.1. **(Added-ALTUSAFB)** Develop initiatives in coordination with 97 TRS/TRT to ensure FTUs produce the highest quality students on-time.

1.3.6.2.2.2. **(Added-ALTUSAFB)** Ensure student training is executed and documented IAW this document, the appropriate AETC syllabus, and AFI 11-2MDS Vol 1 guidance.

1.3.6.2.2.3. **(Added-ALTUSAFB)** Execute the Commander's Awareness Program and provide weekly CAP status updates to 97 TRS.

1.3.6.3. Administer the commander's awareness program (CAP) according to Chapter 4. CAP administration may be delegated, but the SQ/CC maintains overall authority and responsibility.

1.3.6.4. Notify the OG/CC or designated representative as soon as possible after a syllabus deviation.

1.3.6.4.1. **(Added-ALTUSAFB)** 97 TRS/TRT is the primary point of contact (designated representative) for syllabus deviations.

1.3.6.5. Assign students awaiting training (eliminees, medical or administrative hold, etc.) to duties commensurate with their background, training, and grade. Units will notify 19 AF/DOH of students whose training has been suspended more than 14 calendar days. Note: Air National Guard (ANG) and Air Force Reserve Command (AFRC) students are not normally assigned casual student duties. Contact the 19 AF/CCG or 19 AF/CCR for their disposition.

1.3.6.5.1. **(Added-ALTUSAFB)** The 97 TRS will manage students awaiting training. 97 TRS/Registrar will notify 97 TRS/TRZ and 97 TRS/TRT when a student has been suspended more than 14 calendar days.

1.3.7. Registrar. In addition to those identified in AETCI 36-2205, Volume 1, specific duties include:

1.3.7.1. Obtain class entry rosters in the military personnel data system (MilPDS) not later than 2 weeks before class entry. Units without access to MilPDS will forward a complete class roster to HQ AETC/A3RA within 5 duty days of scheduled class arrival. Obtain rosters as early as possible to identify excess capacity. Contact HQ AETC/A3RA and AFPC/DPAOT to allow fill of excess capacity.

1.3.7.2. Manage, coordinate, process and track AETC Forms 6, Waiver Request, for course prerequisite waivers, syllabus waivers and overages until final disposition. Ensure all students who require them, submit prerequisites waivers. Students who arrive without

required course prerequisites may be returned, in coordination with 19 AF/DO and HQ AETC/A3RA, to their parent organization/base to obtain prerequisites.

1.3.7.3. Accomplish an inprocessing checklist for all students.

1.3.7.3.1. **(Added-ALTUSAFB)** 97 TRS/TRZ will manage and maintain inprocessing checklists (FTU prerequisite checklists). Student will arrive for training with a completed checklist. Students who report for training with an incomplete or missing syllabus prerequisite checklist will not begin training (reference paragraph 1.3.5.7.1). Prerequisite checklists will be located on the 97 TRS Student Web and Education and Training Course Anncouncements (ETCA).   Additionally, 97 TRS/TRZ will ensure prerequisite checklists are current IAW governing regulations and course syllabi.

1.3.7.4. Load student data into the appropriate training management system (TMS) and/or learning management System (LMS). Ensure students are registered in the correct course, input into the correct electronic training record/TMS or ensure that hardcopies are prepared and distributed.

1.3.7.5. Immediately notify 19 AF/DOH if a student's home unit attempts to recall the student.

1.3.7.6. **(Active Duty Units)** Report roster discrepancies as soon as they are discovered, but no later than 3 duty days following class start date. Report changes, discrepancies, and graduation delays to HQ AETC/A3RA, HQ AETC/A3RB, 19 AF/DOH, and HQ AFPC/DPPAO, HQ AFRC/A1KE, or NGB/A1FF.

1.3.7.7. **(ANG FTUs)** Report roster discrepancies as soon as they are discovered, but no later than 3 duty days following the class start date.

1.3.7.8. Ensure a complete and accurate entry roster of enrolled students is submitted to the appropriate mission support squadron or servicing military personnel unit not later than 10 duty days before the class start date. Note: Before the student departs, the home unit will prepare an AF Form 63, Active Duty Service Commitment (ADSC) Acknowledgement Statement, according to AFI 362107, Active Duty Service Commitments (ADSC).   The servicing military personnel unit will determine the existence and accuracy of each student's AF Form 63.

1.3.7.9. Report changes or discrepancies to HQ AETC/A3RA and for ANG FTUs to NGB/A1FF. With ANG approval, students awaiting training may be entered in an earlier class.

1.3.7.10. Ensure all inputs are made to MilPDS no later than 3 duty days after the class start date.

1.3.7.11. Update the MilPDS no later than 3 duty days after class graduation date.

1.3.7.12. Forward a class graduation roster for all courses to the appropriate servicing military personnel unit ADSC point of contact (POC).

1.3.7.13. Immediately notify the host aviation resource management (HARM) office when any student is removed from training. Refer to AFI 11-402/AETC SUP.

1.3.7.14. Maintain original records according to the Air Force records disposition schedule (RDS) at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm** and distribute them within 10 duty days of completion of a student's training review.

1.3.7.15. Distribute records of eliminated initial CEAs as outlined in Table 4.1. For officers and qualified CEAs, distribute records according to AFI 11-402/AETC SUP. Maintain records according to the Air Force RDS.

1.3.7.16. Update eliminations in the appropriate training management database with the proper elimination code.

1.3.7.17. Provide each student with an out-processing checklist to ensure the student collects official records/forms and completes course sign-out/graduation actions.

1.3.7.18. Issue the AF Form 1256, Certificate of Training, upon graduation from the formal training course and completion of the out-processing checklist.

1.3.7.19. **(Added-ALTUSAFB)** Submit a summary of end-of-course critiques to unit commanders, ATS site managers, and AETC Program Manager/subject matter expert (SME) at least quarterly.

1.4. Training Syllabus. The syllabus is the command-approved directive for executing each programmed flying training (PFT) formal training course. It takes precedence over local instructions and supplements. If no clear syllabus guidance exists, resolve the conflict using the appropriate chain of command. Only the OPR may interpret syllabus guidance. If the logical course of action conflicts with other directives, call the OPR listed in the syllabus. AETC syllabi are not valid until signed by HQ AETC/A2/3/10 and will not be implemented until a signature is obtained. Note: If a conflict exists between the syllabus and a supporting ATS contract, the original AETC approved syllabus in place at that time will continue to be executed until the conflict is resolved by AETC, AMC, and AFMC.

1.4.1. Course Durations. The syllabus lists the formal course duration.

1.4.2. Sortie and Hour Requirements. Each syllabus has a programmed number of sorties, flying hours and additional sortie authorizations. Unless otherwise specified in the syllabus, additional sorties required beyond the course limit must have 19 AF/DO approval. (For ANG students, NGB/A3 is the approval authority. HQ AFRC/A3T is approval authority for AFRC students.) Proficiency advancement is defined in paragraph 3.8. It will not be used as a management tool to graduate students by a specific date.

1.4.3. Academics. Units who maintain student written examinations will secure all tests and document the removal, replacement, and destruction of all examinations.

1.5. Equipment Required. See ETCA (**https://etca.randolph.af.mil**). Follow procedures in AFMAN 23110, Volume 2, USAF Supply Manual, Part 2, Chapter 23, paragraph 23.34, to ensure required training equipment (for example, uniforms and gear) is provided for personnel selected for aircrew training. The appropriate AFRC or ANG unit will issue flying clothing, equipment, and special requirement items for ANG and AFRC students (whether or not they are in the Air Force Training Management System) before the individual arrives for training. Direct further questions regarding clothing, equipment, and special requirements to the school registrar (see specific course detail found in the individual course description section for contact information). Note: It is the responsibility of the losing base to provide required training

equipment (i.e., flying clothing, equipment and gear) to personnel selected for aircrew training. The FTU will only issue those items peculiar to the formal training school.

1.6. End-of-Course Critiques. Each unit administers an end-of-course critique program as an integral part of the formal training course. Supervisors review reports and initiate corrective action as necessary. Critiques will be administered within 15 duty days of graduation. Units will submit a summary of the EOC critiques to the AETC Program Managers/SMEs for review at least quarterly.

1.7. Aircrew Graduate Evaluation Program (AGEP). Aircrew members who have completed training through an AETC formal undergraduate or graduate flying training program will be evaluated on the effectiveness of their previous training according to AETCI 362206, Aircrew Graduate Evaluation Program. Refer to AETCI 362206 for specific program guidance. Direct feedback survey questions and comments to HQ AETC/A3ZM (DSN 4872014) for questions concerning the AGEP Web site access, contact HQ AETC/A3IE (DSN 4872045).

    1.7.1. **(Added-ALTUSAFB)** The OPR for the 97 OG Aircrew Graduate Evaluation Program program is 97 TRS/TRT. The TRT Flt/CC is responsible for assigning duties and naming one or more Base Survey Administrators (BSA). The BSA(s) will ensure the responsibilities listed in AETCI 36-2206 are complied with.

1.8. Production Metrics Report. HQ AETC/A3RB, assisted by the 19 AF staff, is the primary POC for flying training production metrics.   At the beginning of each fiscal year, HQ AETC/A3RB uploads the programmed flying training (PFT) document to the flying training production analysis (FTPA) Web-based input tool. Group commanders or their designated POCs will update FTPA with actual entries, gains, losses, eliminations, graduation numbers, and notes, if needed, to explain wash backs, eliminations, or date changes to a class. Updates are due 5 calendar days after the class start date and class graduation date.

Chapter 2

STUDENT ADMINISTRATION

2.1. Inprocessing. Units will review incoming student records to verify they are complete and to determine initial supervision required before any other than "academic" only training courses. Students must meet course entry prerequisites established by the syllabus, AFI 11-202, Volume 1 and AFI 11-2MDS, Volume 1. They must also comply with reporting instructions in the ETCA. At a minimum, units will review these records (or equivalents):

2.1.1. Flight Evaluation Folder (FEF). Students will hand carry FEFs, if applicable, to training according to ETCA guidance. Depending on AFSC, some individuals may not yet possess an FEF.

2.1.2. Individual Flight Records. Students will hand carry flight records, if applicable, to training according to ETCA guidance. Depending on AFSC, some individuals may not yet possess individual flight records.

2.1.3. Training records from previous courses. Note: Enlisted Center of Excellence (CoE) students will hand carry sealed training records to their follow-on training locations.

2.1.4. **(Added-ALTUSAFB)** Formal Training Prerequisite Checklist. Students will hand carry a completed and signed checklist found on ETCA. 97 TRS/TRZ will manage and update these checklists IAW AFI and syllabus guidance. 97 TRS/Registrar will verify/enforce checklist procedures and maintain documentation in appropriate student records.

2.2. Waivers:

2.2.1. Prerequisite Waivers. Losing or home unit commanders will ensure students meet course entry prerequisites. The losing/home units will initiate prerequisite entry waivers and coordinate with the training location OG/CC. Complete AETC Form 6 for waiver requests. Exception: When an Air Force instruction prescribes formal course entry prerequisites, use it to determine waiver authority.

2.2.2. Syllabus Waivers. An approved syllabus waiver is required for any planned exception to AETC syllabuses caused by special or unusual circumstances, for individual students. Permanent or blanket waivers are not authorized, but should be suggested as individual syllabus changes through HQ AETC/A3ZM. Submit individual waiver requests electronically or in writing on an AETC Form 6. Do not change the order of, omit, or accomplish any training requested in a waiver until notified of approval.

2.2.3. Approval Authorities. Submit waivers to these approval authorities, except when other governing directives instruct otherwise:

2.2.3.1. Syllabus waivers and syllabus prerequisite waivers: 19 AF/DO.

2.2.3.2. Senior officer syllabus and entry prerequisite waivers: 19 AF/CC.

2.2.4. Waiver approval authorities will forward a copy of all disapproved and approved waivers to HQ AETC/A3ZM.

2.2.5. Maintain a permanent record of all approved waivers in the student's training record.

2.2.5.1. **(Added-ALTUSAFB)** 97 TRS/TRT will ensure student training waivers are sent to applicable STM offices. Squadron STM offices are responsible for attaching the digital product to the student's training record.

2.3. Syllabus Variations:

2.3.1. Syllabus Deviation. A syllabus deviation is any unplanned variation from such syllabus requirements as prerequisite flow, turn times, landing currency, or maneuver item file (MIF) requirements. Document all syllabus deviations in the student's training record. Note: All syllabus-directed training will be accomplished unless a waiver request is approved. If unforeseen circumstances result in an omission of required training, the ATS Site Manager or the OG/CC will determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of student training. Place documentation in the student's training record to show ATS Site Manager or OG/CC directed corrective actions and the accomplishment of the omitted training. Exception: Non-U.S. crewmembers will not complete tasks/events or lessons/sorties restricted to U.S. unless prior written approval was obtained from HQ AETC/IA.

2.3.1.1. **(Added-ALTUSAFB)** Official notification of syllabus deviations will be emailed to 97 TRS/TRT.

2.3.2. Incomplete Training. Annotate training requirements in the student's training record that cannot be accomplished because of prolonged shortfalls or limitations. In situations where course training standards (CTS) requirements are not achieved because of prolonged shortfalls or limitations, standardization/evaluation will also annotate the deficiency on AF IMT 1381, USAF Certification of Air Crew Training, AF Form 4348, USAF Aircrew Certifications or AF Form 8, Certificate of Aircrew Qualification, as appropriate, for inclusion in the student's FEF. (AF IMT 1381 is prescribed in AFI 11401, Flight Management, and AF Forms 4348 and 8 are prescribed in AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program. Refer to those publications for guidance completing the forms.)

2.3.3. Disenrollment. Process all students who fail to progress according to AFI 11-402/AETC SUP.

2.3.4. Other Than FTU Course Completion. Students will complete all syllabus training in order to graduate from an AETC course and depart the training unit. Students may not make up training at the follow-on unit without an approved syllabus waiver, unless specifically noted in the syllabus.

2.4. Notification Procedures:

2.4.1. Students Experiencing Difficulty. When a student is entered into the Progress Review (PR) process, fails a flight evaluation, or is withdrawn from training, units will notify:

2.4.1.1. Active Duty Students. Notify 19 AF/DOH and the student's home or gaining unit.

2.4.1.2. ANG Students. Notify the student's home unit, 19 AF/CCG, and NGB/A3O.

2.4.1.3. AFRC Students. Notify the student's home unit, 19 AF/CCR, and HQ AFRC/A3T.

2.4.1.4. International Students. Notify international student's International Military Student Officer (IMSO).

2.4.1.5. **(Added-ALTUSAFB)** 97 TRS/TRZ or 97 TRS/Registrar will make notifications IAW paragraph 2.4.1 using the Student Database. Flying squadron STMs will annotate Progress Review in the Student Database when placing a student on Commander's Awareness Program (CAP).

2.4.2. Graduation Date Update. OG/CC will notify 19 AF/DOH and NGB/A1FF or HQ AFRC/A1MG, as appropriate, and the gaining unit when any student is more than 15 training days behind or if it becomes apparent that a student will not graduate within 30 training days of their scheduled PFT graduation date. Provide reason(s) and an estimated graduation date. If the graduation date is changed (i.e. the student is rolled back to a later class), notify the student's gaining unit, 19 AF/DO, HQ AETC/A3Z, HQ AETC/A3R and NGB/A1FF or AFRC/A1MB (as appropriate) not later than 5 duty days after discovery. The OG/CC will coordinate any required follow up action, such as assignment changes, follow-on training, port calls, amendments to orders, extended TDY waivers, etc. If a student will be extended beyond their report no later than date (RNLTD), contact AFPC for procedures. 19 AF/CC and HQ AETC/A3R approval is required to roll back an entire class.

2.4.2.1. TDY-to-school-funded students (not applicable to students in permanent change of station [PCS] status). The assigned training unit will notify HQ AETC/FMAMA of any student training delays over 7 calendar days that are because of wash backs, break-in-training (BIT), duty not including flying (DNIF), administrative hold, disciplinary action, or elimination.

2.4.2.1.1. **(Added-ALTUSAFB)** 97 TRS/TRZ or 97 TRS/Registrar will make notifications IAW paragraph 2.4.2 and 2.4.2.1 using the Student Database. Flying squadron STMs are responsible for updating estimated graduation dates in the Student Database when a student experiences delays.

2.4.2.2. Orders will be amended for all delays over 7 calendar days. Commanders will work with HQ AETC/A1F to determine the disposition of these students.

2.4.2.2.1. **(Added-ALTUSAFB)** 97 TRS/TRZ will assist students in amending orders by contacting students servicing Force Support Squadron (FSS) for amendments, as necessary.

2.5. Fitness Standards. Students in AETC FTUs will participate in scheduled physical training according to AFI 36-2905, Fitness Program. Student physical training regimens may be designed into each syllabus. If not specifically described in the syllabus, students attend physical training with their assigned squadron when such training does not interfere with formal training academics or scheduled lessons or sorties.

2.5.1. **(Added-ALTUSAFB)** Non-prior service Airmen will adhere to 97 TRS/MTF fitness guidance and AFI 36-2905. All other students will participate in physical training IAW AFI 36-2905.

2.5.1.1. **(Added-ALTUSAFB)** If an initial training student is due for a fitness assessment during their training course, they will make arrangements with a 97 TRS Unit Fitness Program Manager (UFPM) during the first week of the calendar month to be

added to the fitness testing schedule. Students will be provided time to become acclimated to the area according to AFI 36-2905. Fitness assessment test availability is limited; students will make every effort to take the test on their scheduled day and can be excused only by the 97 TRS/CC, Director of Operations (DO), or First Sergeant. If a student fails to attend a scheduled fitness assessment test, the fitness center will notify a 97 TRS UFPM who will, in turn, notify the 97 TRS/CC. If there are extenuating circumstances that did not allow a student to attend their initial fitness assessment appointment, then they will be required to see a UFPM immediately to reschedule with approval.

2.5.1.2. **(Added-ALTUSAFB)** Units will ensure students enrolled in the Fitness Improvement Program (FIP) are not scheduled to attend training.

2.5.1.3. **(Added-ALTUSAFB)** Those students attending follow-on training that is 6-weeks or less, such as instructor courses, will not be provided fitness assessment testing while assigned to 97 TRS. These students will ensure they have a current fitness assessment on record and will remain current a minimum of 2 weeks from their expected graduation date.

2.6. Student Scheduling. Do not schedule students to perform duties in excess of a 12-hour flight duty period unless prescribed by the applicable AFI 11-2MDS-specific Volume 3, or AFI 11-202, Volume 3, General Flight Rules. Academic schedulers will follow guidelines in AETCI 36-2205, Volume 1.

2.7. Training Requirements and Restrictions. Minimum hour requirements, if applicable, are specified in individual course syllabi.

2.8. Distinguished Graduate (DG):

2.8. (ALTUSAFB)Distinguished Graduate (DG) Program. The intent of the DG program is to identify and motivate top performers. All students in a DG awarding course, having met the qualifications, will be considered for the DG program. Of these students, only the top 10% may be awarded DG.

2.8.1. Units with a DG program will recognize students who clearly excel during formal training. Formalize DG program in local supplements. DGs must demonstrate outstanding progress in each block/phase of academic, simulator, and flying training and outstanding results in flying and simulator evaluations. The unit commander is the final approval authority for all awards.

2.8.2. Units will develop their own method of identifying the top 10 percent of students per class as DGs; classes with fewer than 10 students may have 1 DG. Fractions may be rounded upward. Commanders may elect not to designate a DG in a class.

2.8.3. DGs will receive an AETC Form 499, Distinguished Graduate Certificate, or an approved local substitute, signed by the SQ/CC and DO.

2.8.4. Students in the grade of E-8, E-9 or O-5 and above are ineligible for the DG program.

2.8.5. **(Added-ALTUSAFB)** DG eligible courses at Altus are listed below. Only Initial Qualification (IQ) courses taught at Altus AFB in their entirety are eligible for DG. Split courses (academics only, flying only) are not eligible.

2.8.5.1. **(Added-ALTUSAFB)** Pilot: C-17: C-17 ACIQ, C-17 PIQ; KC-135: KC-135 PTX1, KC-135 PIQ

2.8.5.2. **(Added-ALTUSAFB)** Boom Operator: KC-135: Boom Operator Initial Qualification (BIQ)

2.8.5.3. **(Added-ALTUSAFB)** Loadmaster: C-17: Loadmaster Initial Qualification (LIQ)

2.8.5.4. **(Added-ALTUSAFB)** DG Selection Rules.

2.8.5.4.1. **(Added-ALTUSAFB)** Weighted Inputs. For all students, the categories are weighted to achieve the overall final grade out of 100 possible points: Academics (Maximum 30 points), Simulator (Maximum 15 points), Recommending Instructor (Maximum 15 points), Evaluator (Maximum 35 points), and Flight commander input (5 points). If a student is enrolled in a course that does not have an academic test, simulator, or flight training, those weighted inputs will receive the maximum value. The STM office is responsible for collecting and updating the academic, simulator, instructor and evaluator scores within one duty day of the completed event.

2.8.5.4.1.1. **(Added-ALTUSAFB)** Academic Weight. The academic composite score will be multiplied by 30% (.30). All applicable courses require a minimum composite academic score of 95% to be eligible for DG consideration. If the course has an academic end of course test and the student fails the end of course test, the student is not eligible for DG.

2.8.5.4.1.2. **(Added-ALTUSAFB)** Simulator Input Weight. The simulator instructor or simulator evaluator will evaluate all known performance to this point in training. The top 10% of students will receive a grade of A. The middle 80% of students will receive a grade of B. The bottom 10% of students will receive a grade of C. A=15 points, B=14.25 points, C=0 points.

2.8.5.4.1.3. **(Added-ALTUSAFB)** Recommending Instructor Weight. The recommending instructor will evaluate the students flying training and consider all known performance to this point in training. The top 10% of students will receive a grade of A. The middle 80% of students will receive a grade of B. The bottom 10% of students will receive a grade of C. A=15 points, B=14.25 points, C=0 points.

2.8.5.4.1.4. **(Added-ALTUSAFB)** Evaluator Input Weight. The evaluator will evaluate the students flying training and consider all known performance to this point in training. The top 10% of students will receive a grade of A. The middle 80% of students will receive a grade of B. The bottom 10% of students will receive a grade of C. A=35 points, B=33.25 points, C=0 points.

2.8.5.4.1.5. **(Added-ALTUSAFB)** The Student Flight Commander recommendation will be worth 5 points. The grade of A, "Recommendation for DG"= 5 points. The grade of B, "Not Recommended for DG" = 0 points and removes the individual from DG consideration. The grade of C "Not Recommended for DG (*Military bearing/professionalism below standards*)" = 0 points and removes the individuals from DG consideration.

2.8.6. **(Added-ALTUSAFB)** Tabulation. Add the academic (max 30 points), simulator (max 15 points), recommending instructor (max 15 points), evaluator (max 35 points), and flight commander (max 5 points) points to determine the overall final grade. DG status will be determined by comparing the student's overall final grade to a historically derived cutoff score. Students with DG scores above the cutoff will be eligible for the award of DG.

2.8.7. **(Added-ALTUSAFB)** Determination of DG Score Cutoff Points. 97 TRS/Registrar is responsible for determining DG cutoff scores. Scores will be based on historical data and cutoff points will be established to meet the annual goal of up to 10% of students awarded DG status for each eligible course. Cut-off points will be reviewed quarterly and adjusted as necessary to maintain the annual goal as close to 10% as possible. Retroactive adjustments will not be made to achieve the 10% goal.

2.8.8. **(Added-ALTUSAFB)** Administrative Process. 97 TRS/TRA is the primary office responsible for tabulating individual selection data for award of DG. 97 TRS/Registrar will use historical data to target 10% of students for DG status. Once a DG student has been identified among his/her group, 97 OG/CC will review the package for final authorization. 97 TRS/TRA will forward the letter and certificate to the individual's gaining unit commander.

2.8.9. **(Added-ALTUSAFB)** International Military Students (IMS) DG Eligibility. IMS are not eligible for DG.

2.9. (Added-ALTUSAFB) Altus AFB Form 63. The Altus AFB Form 63 (Form 63) (electronic) Database is the summary form/means for tracking student progress, graduation and performance. This form/database is the source document used by 97 TRS/TRA to update Military Personnel Data System (MILPDS), Oracle Training Administration (OTA), and other training systems. Flying squadron STM offices are responsible for the completion and accuracy of information, within one duty day of the event.

2.9.1. **(Added-ALTUSAFB)** 97 OSS/OSOF, Host Aviation Resource Management (HARM) office requires enlisted student's initial original Form 63 to publish the student's aeronautical orders. Squadron STMs will update the Form 63 (electronic) Database NLT 1 duty day after a student's checkride.

Chapter 3

TRAINING MANAGEMENT

3.1. Training records.

3.1.1. Each student will have a training record that includes grade sheets and other documentation as defined by the specific syllabus, applicable AFI 11-2MDS-specific volumes, and local guidance. Units may use, in whole or in part, electronic media (such as the Graduate Training Information Management System [GTIMS] or Training Integration Management System [TIMS]) to fulfill this requirement.

3.1.2. Student training records are for the exclusive use of the student's instructors, FLT/CC, supervisors, and immediate chain of command. Additional procedures may be specified in unit supplements to this instruction.

3.1.2.1. Secure training records (both paper and electronic) and student personnel information folders (SPIF) to prevent unauthorized access. Information affecting student training that is inappropriate for public access or sensitive in nature is documented in the SPIF. The contractor approved for conducting formal training or maintaining training records may keep training records in a secure location. When required, FLT/CCs and supervisors will maintain SPIFs on students to protect information of a personal nature not appropriate for the training folder. Students may access only their own training record.

3.1.2.1.1. SPIF. Documents or training records not associated with, or directly relevant to, formal course aircrew training and that are inappropriate for public access or sensitive will be maintained separately from the aircrew training record in a SPIF. The SPIF is protected according to the Privacy Act of 1974 and maintained in a secure location apart from aircrew training record documents. The SPIF, if required, is maintained by the squadron and disposed of according to Air Force RDS. If pertinent to follow-on location, the SPIF will be securely forwarded to next duty location.

3.1.2.2. Record each aircraft, academic, and ground training lesson in the training record.

3.1.3. The units training system dictates which forms are used in each training record. If electronic training records are not used, the following items will be included in the training record and annotated according to 11-2MDS, Volume 1, as applicable:

3.1.3.1. Training record Discrepancy Log/Record of Training record Review (locally produced).

3.1.3.2. AF IMT 4022, Aircrew Training Folder.

3.1.3.3. AF IMT 4023, Aircrew Training Progress Report.

3.1.3.4. AF IMT 4024, Aircrew Training Accomplishment Report.

3.1.3.5. AF IMT 4025, Aircrew Summary/Closeout Report

3.1.3.6. AF IMT 174 or AETC Form 173.

3.1.3.7. Messages (ANG and AFRC, if applicable).

3.1.3.8. Additional forms required for weapons qualification or other requirements determined locally (for example, clearance logs, CTS requirement logs, etc.).

3.1.3.9. AETC Form 6, Waiver Request.

3.1.3.9.1. **(Added-ALTUSAFB)** AETC Form 6. 97 TRS/TRT is the OPR for generating and routing Form 6s through the 97 OG to 19 AF for approval.

3.1.3.10. AETC Form 101, Student Performance Summary. If applicable, units prepare this form to record and monitor student deficiencies during the course of training. Keep the form in the student's training folder. Documented military deficiencies (including unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, fitness program, and dress and appearance violations per AFI 362903, Dress and Personal Appearance of Air Force Personnel) will be specified.

3.1.4. Documentation. Grade sheets are used to document student training in the training record. Instructors provide grades for applicable mission events/tasks, give a concise summary of the student's training, and ensure entries clarify any training action. In addition, documentation on grade sheets is required for the following:

3.1.4.1. Airsickness or MOA episodes.

3.1.4.2. Unusual occurrences that could affect the student's progress.

3.1.4.3. Syllabus deviations.

3.1.4.4. Authorization for and accomplishment of AT.

3.1.4.5. Training record review prior to an EC. Document any training anomalies, deviations, etc.

3.1.4.6. Removal from or reinstatement into training.

3.1.4.7. Syllabus prerequisite waivers or syllabus waivers.

3.1.4.8. Failure of any academic test, flight evaluation or EC.

3.1.4.9. Counseling sessions.

3.1.4.10. Administrative hold.

3.1.4.11. Assignment to and removal from CAP.

3.2. Grading Procedures (units not utilizing the Graduate Training Information Management System (GTIMS).

3.2.1. Performance and Knowledge Standards. Measure student performance and knowledge against the CTS and the required proficiency level (RPL). These standards and proficiency levels are drawn from the Master Task Listing (MTL) and AFI 11-2MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF. A performance code value (Table 3.1) will have a knowledge code (Table 3.2) associated for each specific task/event or sortie/lesson (for example, 2B or 3C). Knowledge codes can be used alone to define a level of knowledge for a subject not directly related to any specific task/event (for example, B or C), or for a subject common to several tasks/events.

Table 3.1. Task/Event or Lesson/Sortie Performance Standard

ITEM	Code	Performance is	Definition
1	1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	2	Partially Proficient	Individual can do most of the behaviors but not necessarily to the desired levels of speed, accuracy, and safety.
3	3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy, and safety.

Table 3.2. Task/Event or Lesson/Sortie Knowledge Standard.

ITEM	A	B	C
	Code	Knowledge of	Definition
1	A	Fact and Nomenclature	Individual can identify basic facts and terms about the subject and, when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
2	B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and, when used with a performance code, can determine step-by-step procedures for sets of activities.
3	C	Analysis and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and, when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities.
4	D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and, when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

3.2.2. Individual Task/Event Grading. The instructor evaluates the student's training and performance before proceeding to the next lesson/sortie. The instructor measures student performance on all subordinate objectives in the lesson/sortie. MIF items not accomplished during the lesson/sortie may be evaluated verbally. Each task/event will be graded using the grading scale in Table 3.3 unless otherwise specified in the syllabus.

Table 3.3. Individual Task/Event Grading Scale.

ITEM	A Alpha/Numeric Grade Designation	B Grade	C Criteria	D Notes
1	U	Unsatisfactory	Crewmember was previously proficient but has regressed, or progress is unsatisfactory.	1, 2, 3
2	S	Satisfactory	Crewmember has not achieved the required proficiency level but progress is satisfactory.	1, 3
3	P	Proficient	Crewmember has achieved the required proficiency level.	3
4	F	Familiarization Item	Proficiency is not required.	3
5	B	Briefing Item Only		3
6	1		Item must be accomplished once by the crewmember, but does not require proficiency.	3

Notes:

1. Students with a rating of "S" or "U" in an area requiring a "P" will receive remedial training during this and (or) subsequent tasks/events until reaching a rating of "P".

2. Any task/event graded "U" will have an associated remark in the student's training record.

3. Follow AFI 11-2MDS, Volume 1, for guidance in completing training records.

3.2.3. Overall Lesson/Sortie Grade. After grading individual tasks/events, the instructor will rate the student's overall performance. The overall grading scale is shown in Table 3.4 and should be followed unless otherwise specified in the syllabus.

Table 3.4. Overall Lesson/Sortie Grading Scale.

I T E M	A	B	C
	Alpha/Numeric Grade Designation	Overall Grade	Criteria
1	U	Unsatisfactory	Unsatisfactory progress on this lesson or sortie
2	C	Conditional	Marginal progress on this lesson or sortie
3	G	Good	Normal progress on this lesson or sortie
4	E	Excellent	Exceptional progress on this lesson or sortie
5	NG	No Grade	Non-graded lesson or sortie

Notes:

1. The overall lesson/sortie grade is at the discretion of the instructor "G" or "E" may be appropriate when an individual grade of "U" is given for a single noncritical task/event. A student's performance is expected to improve during training, and lack of progression will be reflected in the overall grade.

2. Following an overall lesson/sortie grade of "U", students will not progress to or perform a lesson/sortie in another block/phase of training until the objectives of that lesson/sortie are satisfactorily achieved.

3. Follow AFI 11-2MDS, Volume 1, for guidance in completing the training record.

3.3. Units Employing GTIMS Grading Procedures.

3.3.1. Table 3.5 prescribes the performance standards for assigning grades to specific training task(s). Instructors assign grades on the student's characteristic performance without regard to the student's type and amount of training. These standards are drawn from the MTL and AFI 11-2MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF.

Table 3.5. Task/Event Performance Standards

ITEM	Event Grade	Definition
1	0	Performance indicates a lack of ability or knowledge.
2	1	Can do task(s)/understands topic(s) only after being introduced, told or shown. Can identify basic facts and state nomenclature/terms and/or perform basic procedures involved in an activity with significant assistance from an instructor.
3	2	Can do task(s)/understand topic(s), but not to the desired levels of speed, accuracy and safety. Can state/discuss facts and nomenclature/terms and/or perform procedures and basic techniques involved in an activity with some assistance from an instructor.
4	3	Can do task(s)/understand topic(s), at the acceptable levels of speed, accuracy and safety. Can analyze/state/describe facts/ principles and nomenclature/terms and/or perform procedures and techniques involved in an activity with no assistance from an instructor.
5	4	Can do all task(s)/topic(s) at the highest levels of speed, accuracy and safety. Can evaluate/explain/describe facts/principles and nomenclature/terms and/or perform procedures and create new concepts/techniques involved in an activity.
6	(D) Dangerous	Performance was unsafe, showed dangerous tendencies. One element marked "Dangerous" will require an overall grade of "Zero".
7	(U) Unknown	Performance was not observed, element was not performed
8	I (See Note)	Introduction or familiarization training was conducted, but the individual is not held responsible for task performance or knowledge.
9	R (See Note)	Previously evaluated material was reviewed to ensure a desired level of proficiency was maintained.
Note: I and R grading scales should be kept to a minimum and are intended for simulator and system refresher courses.		

3.3.2. Overall Grading. Table 3.6 describes the overall lesson grades. The overall grade represents the instructor's subjective assessment of the student's cumulative sortie/lesson performance measured against the task/event performance standards for each training sortie. MIF items not accomplished during the lesson/sortie may be evaluated verbally. Students are expected to progress as they advance in training. A student's continued lack of progress should be reflected with an overall sortie performance grade. The syllabus-defined required proficiency level (RPL) must be met for sortie/lesson progression.

Table 3.6. Overall Lesson/Sortie Grade and Description.

ITEM	A	B
	Overall Grade	Description
1	0 = Non-Progressive (Unsatisfactory)	Student: Fails to meet listed RPL for any task, and no training remains in that job element (the failed item) before an evaluation/phase completion; OR Student fails to meet listed RPL for any task and the same task was graded below RPL on the last flight on which it was graded; OR Demonstrates dangerous tendencies.
2	1 = Regressive (Subpar)	Student fails to meet listed RPL for any task, and training remains in that job element (the failed item) before an evaluation/phase completion.
3	2 = Low Satisfactory	Student achieved minimal RPL listed for the training mission and needs minor improvement.
4	3 = Satisfactory	Student meets all RPL listed for the training mission.
5	4 = Exceptional	Student exceeds RPL in an exceptional manner; OR Student exceeds RPL for at least 10 percent of the total events required to complete a lesson and no event is graded below a required RPL sortie. This may be graded exceptional.
6	No Grade (NG)	Extra sortie unless student's performance is deemed to be unsafe.

3.3.3. Overall Status. Use the definitions in Table 3.7 for assigning overall status of the lesson.

Table 3.7. Overall Status and Definition.

ITEM	A	B
	Overall Status	Definition
1	Effective	Sortie/lesson is effective if the student completes all required sortie/lesson training task(s) and preprinted RPL performance objectives.
2	Effective/Incomplete	A sortie/lesson is effective/incomplete if the student does not accomplish all sortie/lesson training tasks and additional sorties remain available in the mission/phase to accomplish the missed training tasks. Example: Early termination of the sortie due to weather or maintenance.
3	Effective/Regression	Sortie/lesson is effective/regression if the student accomplishes all training tasks, but fails to achieve/maintain preprinted RPL.
4	Non effective (NE)/Student Non- progression (SNP)	Sortie/lesson is NE/SNP if the student fails to clear regression status, does not achieve required training task CTS on the last sortie/lesson in a phase, or is graded "D" for any training task.
5	NE/Other	Sortie/lesson is NE/Other if the student does not accomplish required training tasks due to external factors. Example: failure to launch due to maintenance or weather. The sortie/lesson is rescheduled.

3.4. CTS:

3.4.1. Purpose. The purpose of CTS is to provide individual task/event standards to meet lead command's graduate requirements.

3.4.2. General Proficiency Standards:

3.4.2.1. CTS equate to a proficiency maneuver grade of "P" for task/event performance or "P" for task/event knowledge unless otherwise stated, "3" for GTIMS grading. The student will attain this standard not later than completion of the sortie prior to the evaluation (flight or simulator).

3.4.2.1.1. Procedural knowledge and application will comply with applicable and current directives to allow safe and efficient mission accomplishment.

3.4.2.1.2. Momentary deviations are acceptable if timely corrections are made and safety of flight is not compromised.

3.4.2.1.3. The CTS listed in the syllabi MIF tables correspond to the grading criteria areas in the AFI 11-2MDS, Volume 2, except those unique to each course and designated by a higher series number than those associated with the Volume 2 areas or subareas (for example, 100 series CTS). The source regulation takes precedence if a variance occurs between the CTS and the source regulation (AFI 11-2MDS, Volume 2).

3.4.2.1.4. Employment. The MIF identifies student progression necessary for successful course completion. Prior to course completion, each student must pass an AFI 11-202, Volume 2, evaluation which fulfills AFI 11-2MDS, Volume 2, qualification requirements.

3.5. MIF. Students will be graded on all items listed in the formal course syllabus MIF table unless exceptions are noted in the training record. The RPL a student must attain per each MIF follows:

3.5.1. ATD MIF. Attain an RPL of "P" or "3" (for GTIMS) prior to last profile unless otherwise noted.

3.5.2. Aircraft MIF. Attain an RPL of "P" or "3" (for GTIMS) on all items by the flight prior to the evaluation sortie unless otherwise noted.

3.6. Duties and Responsibilities:

3.6.1. Student Responsibilities. Students will accomplish all assigned training.

3.6.2. Instructor Responsibilities. Instructors are ultimately responsible for accomplishing all preflight, postflight, and training requirements.

3.7. Regression Rules. Once a student achieves a grade of "P" or "3" for a task/event, the only grades allowed are either a "P" or "3" / "U" or "0". Regression occurs when a maneuver is graded "U" or "0" after having achieved "P" or "3" in the same task/event. Regression requires an explanation in the student's training record. However, the overall grade is based on the instructor's discretion. For regression, the student will re-obtain proficiency prior to the end of the block/phase of training in order to be recommended for evaluation (when applicable). Document the remedial instruction, clearing the regression, in the student's training record.

3.8. Proficiency Advancement (PA). The ATS Site Manager, SQ/DO or FLT/CC is the approval authority for student PA. Students may advance past a single sortie/lesson to the next sortie/lesson or evaluation in a training category provided all RPLs are met or exceeded for the advanced (skipped) sortie/lesson. Note: PA may be utilized more than once in a phase, as applicable. Note: Minimum events may not be reduced for a lesson/phase with a PA grade.

3.9. Break-in-Training (BIT). The ATS Site Manager or SQ/DO may authorize an AT sortie due to extended training delays. As a guide, consider 7 calendar days, but no more than 14 days without an aircraft or ATD sortie as an extended break. Use this authority only when the remaining syllabus sorties are insufficient to compensate for the BIT. All AT will be documented in the student's training record. AT sorties will be limited to those required for the student to regain the proficiency level attained prior to the BIT. BIT sorties will be graded no-grade (NG) overall unless safety of flight is a factor upon which an unsatisfactory (U) is then warranted.

3.10. Additional Training (AT). Total allowable AT will be set at 15 percent or 2 (whichever is greater) above syllabus directed training requirements and will be calculated for both ground based training devices (ATDs) and for flight training. Note: Areas that calculate to a whole number and a decimal will be rounded to the next higher number (e.g., 1.4 would be set at a maximum of two (2)). ATD and training sortie AT maximums will be accounted for separately. Calculated AT totals will be documented in each AETC syllabus. AT events should be allocated evenly between the SQ/CC and OG/CC. Once a student has exceeded the number of training flights and/or additional training sorties allowed by the syllabus (with the exceptions noted in Paragraph 4.2.3.), commanders may consider eliminating the student according to AFI 11-402.

3.11. Disposition of Student Training Records. Unit registrars maintain student-training records according to the Air Force RDS. Include all grade sheets, student activity records, and all additional training record forms and logs. Units will forward all records to the student's gaining unit or follow-on training unit (as applicable) within 15 duty days of class graduation. In the event student records are maintained electronically and the gaining unit does not have access to the electronic system, units will forward a hard-copy version of all records.

Chapter 4

STUDENT MANAGEMENT

4.1. Commander's Awareness Program (CAP).

4.1.1. Objective. To focus supervisory attention on a student's training progress, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention. CAP is intended as a short-term program. A student requiring an extended period of increased supervision or repeated placement on CAP based on performance should be considered for an elimination check (EC). Note: CAP does not apply to courses of 7 training days or less.

4.1.1.1. **(Added-ALTUSAFB)** 97 TRS/CC CAP Oversight. The 97 TRS/CC monitors the status of all students in CAP. The 97 TRS/CC will maintain oversight of the entire program and should be briefed weekly on the status of all students enrolled in CAP.

4.1.2. Squadron Commander (SQ/CC) Responsibilities. The SQ/CC administers CAP. During contractor provided training, the TRS/CC administers the program. Once a student begins flight line training, the flying SQ/CC administers the program. Note: CAP administration may be delegated to the SQ/DO, flight commander (FLT/CC), or designated supervisor, but the SQ/CC maintains overall authority and responsibility.

4.1.2.1. **(Added-ALTUSAFB)** Flying squadrons will inform 97 TRS/TRZ of students enrolled in CAP during flight line training. 97 TRS/TRZ will inform units or ATS Site Manager of any impact to student's training.

4.1.3. Categories. Units will place students into one or more of the following categories:

4.1.3.1. Flying. Students demonstrating flying deficiencies in the aircraft.

4.1.3.2. Procedural. Students exhibiting substandard general or emergency procedure knowledge.

4.1.3.3. Academic. Students exhibiting substandard academic performance.

4.1.3.4. Military. Students exhibiting substandard military or professional behavior.

4.1.3.5. Other. Students with personal issues requiring supervisory attention.

4.1.4. CAP Procedures:

4.1.4.1. Placement. The FLT/CC, SQ/DO, SQ/CC, ATS Site Manager, or designated supervisor places a student on CAP when substandard performance, personal issues, or lost training requires close monitoring of individual progress. The initiating individual will counsel students placed on CAP. Initial counseling will address the reason for CAP placement, CAP objectives, student training plan, instructor continuity, and CAP removal goals.

4.1.4.1.1. **(Added-ALTUSAFB)** During ATS training, Site Managers (or designated representative) will notify 97 TRS/TRZ when a student demonstrates unsatisfactory progress. 97 TRS/TRZ or ATS designated representative will place the student in CAP and serve as initiating individual for CAP administration and counseling.

4.1.4.1.2. **(Added-ALTUSAFB)** During flight line training, squadron STMs will notify 97 TRS/TRZ if a student should be placed in Military CAP. Additionally, flying squadron commanders should notify the 97 TRS/CC when a student is placed on Military CAP.

4.1.4.1.3. **(Added-ALTUSAFB)** CAP during ATS training. Squadron STMs should solicit feedback from contractors for students whose training programs include simultaneous contractor and flight line training. This feedback should be considered when administering CAP and when making recommendations for removal from CAP.

4.1.4.1.4. **(Added-ALTUSAFB)** In addition, the following situations should result in CAP placement:

4.1.4.1.4.1. **(Added-ALTUSAFB)** Academic failure. Any phase/block tests, end-of-course tests, or required flight evaluation requisite exams.

4.1.4.1.4.2. **(Added-ALTUSAFB)** Any simulator or trainer (cockpit procedures trainer, load training device, etc) failure or any single flight graded conditional or unsatisfactory.

4.1.4.1.4.3. **(Added-ALTUSAFB)** An AFI 11-202, Volume 2, Flying Operations, evaluation failure.

4.1.4.1.4.4. **(Added-ALTUSAFB)** When continued progress in the course is in question.

4.1.4.1.4.5. **(Added-ALTUSAFB)** Any episode of airsickness, Visually Induced Motion Sickness (VIMS) or demonstration of Manifestation of Apprehension (MOA).

4.1.4.1.4.6. **(Added-ALTUSAFB)** Personal issues affecting training.

4.1.4.1.4.7. **(Added-ALTUSAFB)** Alcohol/substance abuse related incidents.

4.1.4.1.4.8. **(Added-ALTUSAFB)** Receipt of a Letter of Reprimand (LOR) or punishment under the punitive articles of the UCMJ.

4.1.4.1.4.9. **(Added-ALTUSAFB)** Instructor recommendation for placement on CAP.

4.1.4.2. CAP Student Activities. While students are in CAP the unit will:

4.1.4.2.1. Tailor training to address the student's particular situation within the limits of the syllabus.

4.1.4.2.2. Closely monitor instructor continuity.

4.1.4.2.3. Not compromise proficiency standards to permit CAP students to progress in training. Provide additional sorties to clear flight deficiencies not to exceed those authorized by the PR process and/or the syllabus.

4.1.4.2.4. Provide additional counseling as required. Additional counseling is done at the discretion of immediate supervisors but is required if students fail to meet the CAP removal goals.

4.1.4.2.5. Appropriately update any intermediate goals and CAP removal goals.

4.1.4.2.6. Regularly brief squadron leaders on a student's progress toward CAP removal. This briefing should include student strong and weak areas and CAP removal criteria.

4.1.4.2.7. **(Added-ALTUSAFB)** Use the 97 TRS Student Database to track CAP entry, exit, and student's progress. The CAP report should be used to brief squadron leaders on a student's progress towards CAP removal.

4.1.4.3. Maintain documentation of all counseling in the student's training record. Note: Document sessions concerning sensitive personal problems on AF IMT 174, Record of Individual, Counseling or AETC Form 173 and retain in a separate student personal information folder (SPIF) maintained by the supervisor. See Paragraph 3.1.2.1.

4.1.4.3.1. **(Added-ALTUSAFB)** CAP Documentation. For Training Management System (TMS)/Graduate Training Integration Maganagement System (GTIMS) users, CAP entry/exit and a CAP counseling statement will be placed in the TMS/GTIMS training record. The statement should include reason for CAP placement, CAP objectives, student training plan, instructor continuity and CAP removal goals.

4.1.4.3.2. **(Added-ALTUSAFB)** CAP documentation of counseling that is inappropriate for public access or sensitive in nature will not be annotated in the student training record. Counseling will be documented IAW 4.1.4.3. All Military CAP will be documented on an AF IMT 174 or AETC Form 173. All records of this nature will be maintained by 97 TRS/TRZ.

4.1.4.4. CAP Removal. The same unit SQ/CC who approved placing a student on CAP will approve removal from CAP when the student meets CAP removal goals, demonstrates sustained normal progress, or resolves personal issues. This authority will not be delegated. Removal should not be strictly event/task/sortie/lesson based, particularly when individual weak areas can carry over into the next phase or module. Immediate supervisors will counsel students when they are removed from CAP.

4.2. Progress Review Process (PR). When a student demonstrates significant substandard performance, conduct a PR to evaluate factors affecting the student's performance and potential to complete training. Students will continue in training until their ability to complete the course comes into question. PRs will include a review of the student's training record; an interview with the student and interviews with instructors, military training leaders, and supervisors (when appropriate). Document all PRs in the student's training record, or the electronic media equivalent. Consider placement on CAP.

4.2.1. Level One (L1). The FLT/CC, Superintendent, or aircrew training system (ATS) lead instructor will review the student's training for these reasons: Exam failure; first aircraft sortie or ATD failure; repeat aircraft sorties or ATDs graded Conditionally/Subpar; failure to attain RPL for ground training. Note: Exams include phase/block tests, end-of-course tests, and required flight evaluation requisite exams. The FLT/CC, Superintendent, or ATS lead instructor may; continue student in training; authorize one ATD; authorize additional ground training; direct a level two (L2) review to recommend additional sorties, more than one ATD, or to recommend elimination.

4.2.2. L2 Review. The student's squadron commander (SQ/CC) will review the student's training after the second or repeat exam failure; second or repeat aircraft sortie or ATD

failure; recurring failure to attain ground training RPL; or an AFI 11-202, Volume 2, Flying Operations, evaluation failure. Note: During contractor provided training, the TRS/CC or ATS Site Manager conducts the review. Once a student begins flight line training, the flying SQ/CC conducts the review (if conducted by TRS/CC the ATS Site Manager should provide relevant information). The commander may; 1) authorize additional sorties according to the syllabus (additional ATD training is at the discretion of the ATS Site Manager with the concurrence of the SQ/CC); authorize additional ground training; direct an EC; initiate the commander's review (CR) process; or direct a level three (L3) review if more sorties are required. Note: Syllabus additional training sortie/ATD limits will be calculated in accordance with paragraph 3.10.

4.2.3. L3 Review. The Operations Group Commander (OG/CC) will review the students training record when the SQ/CC recommends additional sorties or when the student exceeds the maximum number of sorties or hours allowed in the syllabus. The intent is to raise the level of review when excessive assets are expended to meet training goals, regardless of the cause. Exception: The extra sorties do not include sorties/ATD flown for support or to regain proficiency lost during BIT, EC, or incomplete sorties. The OG/CC may; authorize additional sorties according to the syllabus; deny additional sorties; or request a 19 AF/DO waiver for additional sorties above those outlined in the syllabus. Note: The OG/CC may reinstate student a second time with 19 AF/DO waiver approval for additional sorties. If the student subsequently fails during prescribed additional training sorties, the SQ/CC should recommend elimination.

4.2.3.1. **(Added-ALTUSAFB)** When a L3 review results in OG/CC request for a 19 AF/DO waiver for additional sorties above those outlined in the syllabus, the flying squadron will send 97 TRS/TRT all supporting documentation, as well as OG/CC recommendation. 97 TRS/TRT will coordinate and submit an AETC Form 6 to 19 AF/DO for approval.

4.2.4. **(Added-ALTUSAFB)** PR Documentation. For TMS/GTIMS users, document the level, date, and reason for the progress review and recommendations in the student training record. For those not using TMS/GTIMS, document PR on an AETC approved form.

4.3. Elimination Check (EC). Unit commander's use the EC to assess a student's overall flying skills and potential to meet syllabus and MAJCOM requirements. SQ/CCs should consider an EC for sustained substandard performance or doubtful potential to complete formal training. EC's are not intended to comply with AFI 11-202, Volume 2 requirements, but to assess the student's ability to accept instruction and potential for course completion. Group evaluators will fly ECs.

4.3.1. The overall mission grade for an EC will be proficient (P); satisfactory (S); or unsatisfactory (U). For GTIMS grading, the mission grade with be satisfactory (3); low satisfactory (2); or unsatisfactory (0). In all cases, the unsatisfactory subareas that precipitated the EC will be sampled. An EC for procedural knowledge will consist of a ground evaluation and may include a ATD mission. All ATD missions must be coordinated with the ATS contractor. The EC will be documented in the student's training record. Use EC-01, as applicable, for the mission number.

4.3.1.1. A satisfactory (S) EC fulfills the requirements of the lesson/sortie that caused it to be accomplished and allows the student to continue training in the normal training

syllabus flow at the next syllabus lesson/sortie.   This check does not fulfill the requirements of an AFI 11-202, Volume 2 evaluation.

4.3.1.2. An unsatisfactory (U) EC will result in entry into the CR process.

4.3.2. ATD EC. SQ/CCs may direct training ATD ECs any time student performance warrants consideration for elimination. An Air Force or contract instructor will conduct ATD ECs, and at the same time, an evaluator will observe and decide whether the student should continue training. The student will meet course-training standards (CTS) to continue training.

4.3.3. Ground Evaluation EC. EC ground evaluations may be conducted as a result of unsatisfactory general knowledge or emergency procedures knowledge or for failure to meet syllabus standards in procedural knowledge. The ground evaluation is not a collaborative effort. In all cases, the evaluator will conduct the briefing, ground evaluation execution, debriefing, and assign the overall grade.

4.3.4. Incomplete EC. An EC is incomplete only if mission tasks/events and objectives could not be completed, and a reasonable evaluation of student performance could not be made.   Do not incomplete an aircraft EC for non-flying or ground items with a recommendation that additional ground lessons be administered by another qualified EC evaluator to determine the outcome of the EC.

4.4. Commander's Review (CR) Process (Note: Not applicable to simulator/system refresher courses). When students demonstrate a lack of potential to meet training standards, the squadron commander will recommend elimination. Use AETC Form 126G, Record of Commander's Review Action (Graduate Flying Training), to complete the CR process. For specific responsibilities and guidance on the AETC Form 126G refer to Attachment 3 -- see Attachment 4 for overview of process. Note: Complete the CR process within 10 duty days (24 duty days for international students) from the date the initiating authority (IA) signs AETC Form 126G.

4.4.1. **(Added-ALTUSAFB)** When students experience difficulties in an instructor upgrade course where the problem specifically concerns the students' lack of instructional ability rather than a lack of proficiency, the squadron commander may recommend disenrollment. Regardless of the phase of training, 97 TRS/TRZ initiates the disenrollment paperwork. Use AETC Form 125C, Removal from a Formal AETC Instructor Flying Training Course, to complete the disenrollment. For specific responsibilities and guidance refer to AFI 11-402 AETC SUP 1.

4.5. CR Records Distribution. Distribute copies of CR records on eliminated students within 10 duty days of completion of the CR process.   The originating base registrar office will maintain the original CR record.

4.5.1. Send a copy of the completed AETC Form 126G to the office performing course registrar duties. The course registrar will ensure HQ AETC/A3RA is informed of every elimination from training so the MilPDS system can be updated with an elimination code.

4.5.2. The HARM office will update the aviation resource management system (ARMS) with the appropriate disqualification code according to AFI 11-402/AETC SUP.

4.5.3. Table 4.1 provides guidance on distribution of CR records. Maintain these records according to Air Force RDS.

Table 4.1. Distribution of Initial CEA CR Records.

ITEM	A	B	C
	Record	Type of Student	Copy Distribution
1	AETC Form 126G (Note 1)	Active Duty Air Force	19 AF/DOH – 1 Servicing MPF – 1 HQ AFPC/DP – 1 (Note 2)
2		ANG	19 AF/DOH – 1 Servicing MPF – 1 ANG/DPDF – 1 (Note 3)
3		AFRC	19 AF/DOH – 1 Servicing MPF – 1 HQ AFRC/DPMB – 1 (Note 4) ARPC/DPSS – 1 (Note 5)
4	Individual Flight Record (Note 6)	All	Servicing HARM - 1

Notes:

1. Suspense is 10 duty days after completion of the CR.

2. Send to AFPC/DPM/DPSAM/DPAOM4, 550 C St West, Ste 31, Randolph AFB TX 78150-4723.

3. Send to ANG/DPDF, Jefferson Plaza #1, 1411 Jefferson Davis Highway, Arlington VA 22202

4. Send to HQ AFRC/DPMB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.

5. Send to ARPC/DPSS, 6760 East Irving Pl, Denver CO 80280-4600.

6. Ensure an Aviation Service Code (ASC) is assigned according to AFI 11-402/AETC SUP.

4.6. Student Eliminations.

    4.6.1. Students will be considered for elimination if they:

        4.6.1.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes airsickness and manifestation of apprehension (MOA). Specific deficiencies are annotated on AF IMT 174, or AETC Form 173, (AF IMT 174 is prescribed in AFI 36-2907, Unfavorable

Information File (UIF) Program. AETC Form 173 is prescribed in AETCI 36-2215, Training Administration. Refer to those publications for guidance on filling out the forms.)

4.6.1.2. Fail to meet syllabus proficiency standard in flying, academics or procedures.

4.6.1.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

4.6.1.4. Engage in misconduct punishable under the articles of the Uniform Code of Military Justice (UCMJ).

4.6.1.5. Demonstrate improper conduct, attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for continued service. WG/CCs should contact 19 AF/DO for guidance in specific situations.

4.6.2. Students are eliminated if they:

4.6.2.1. Become medically disqualified; see AETCI 48-102 for initial CEA guidance and AETCI 36-2205, Volume 1 for officers and qualified/previously qualified CEAs.

4.6.2.2. Initiate action to separate from the service.

4.6.2.3. Are adjudicated absent without leave, are confined, or have deserted.

4.6.2.4. Are involved in drug abuse substantiated by reliable evidence.

4.6.2.5. Fail to meet standards prescribed in AFI 36-2905, Fitness Program.

4.6.3. Students will be disenrolled if they:

4.6.3.1. Are recalled by the parent unit or higher headquarters.

4.6.3.2. Are hospitalized for an extended period as determined by the OG/CC. Student may be considered for reinstatement at a later date. See AETCI 48-102 and 36-2205, Volume 1.

4.6.3.3. Have not met course entry prerequisites and have not received an approved entry waiver.

4.6.3.4. Experience difficulties in an instructor upgrade course where the problem specifically concerns the student's lack of instructional ability rather than a lack of proficiency.

4.6.4. Records Distribution Following Elimination. Follow guidance according to AFI 11-402/AETC SUP and the Air Force RDS.

4.7. Student Dispositions. Students failing to complete the course of training will be processed according to AFI 11-402/AETC SUP.

Chapter 5

MEDICAL MANAGEMENT REQUIREMENTS

5.1. General. This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel will ensure SQ/CCs are informed when students exhibit MOA symptoms or other medical conditions that affect student decisions. Supervisors must also strive to keep students motivated and flying on a regular basis.

5.2. Airsickness. Instructors will document the student's training record when a student experiences any form of airsickness. Comply with AETCI 36-2205, Volume 1. If airsickness leads to significant deviation from training profile or prevents the student from meeting MIF requirements, the student will be referred to the FS for evaluation according to AFI 48-123. This will be accomplished prior the next flight. If the student is off station and no flight surgeon is available, verbal approval will be obtained from a flight surgeon before the student flies the next sortie. The student will report to the flight surgeon for evaluation upon return to home station and will not fly again until cleared by a flight surgeon.

5.2.1. Visually Induced Motion Sickness (VIMS). If VIMS is so severe that no simulator training can be accomplished, refer the student to the FS for evaluation of alternatives. Because VIMS is usually unrelated to airsickness, do not consider students for elimination based solely on VIMS episodes.

5.2.1.1. **(Added-ALTUSAFB)** For any VIMS issues that will delay student timeline, resulting in a flightline start date delay, the contractor will notify the appropriate flying squadron, 97 TRS/TRZ, and 97 TRS/TRT.

5.3. Manifestation of Apprehension (MOA). Instructors will document the student's training record when a student experiences MOA. Refer to AETCI 36-2205, Volume 1, for guidance concerning MOA issues.

5.3.1. **(Added-ALTUSAFB)** Appropriate STM flight will notify 97 TRS/TRZ when a student experiences MOA that results in recommendation for removal from training.

5.4. Administrative Hold Status. Refer to AETCI 48-102 for initial CEAs and AETCI 36-2205 Volume 1 for officers and qualified/previously qualified CEA guidance.

5.5. Administrative Requirements for Flying Training Supervisors and Flight Surgeons:

5.5.1. FSs will provide flying training supervisors a list of flying restrictions for each student entering training. Flying training supervisors will forward these restrictions to gaining units.

5.5.2. An instructor or squadron supervisor may direct a student to visit the FS, or a student may self-initiate the visit.

5.5.3. Every visit to the FS or physiology training officer (PTO) will be documented. For directed visits, the student hand carries the documentation to the FS or PTO. The FS reviews documentation, annotates any recommended flying restrictions, and dates and signs the documentation. The student will return the documentation to the FLT/CC for inclusion in the training record. If the student initiates the visit, the FS or PTO will provide the documentation to the student, who will return it to the FLT/CC.

5.5.3.1. **(Added-ALTUSAFB)** Appropriate STM flight will record all Flight Surgeon (FS) and Physiology Training Officer (PTO) documentation in the student's training record (TMS/GTIMS).

5.5.4. If a student's DNIF status changes, the FS's office will inform the student's flying squadron of this either by telephone conference or via a copy of AF IMT 1042, Medical Recommendation for Flying or Special Operational Duty (or another Service's equivalent). Simulation training during DNIF status may be acceptable, and the FS should address this on AF IMT 1042. The appropriate supervisor will approve dental and FS examinations (other than sick call and emergencies) before scheduling a dental or FS appointment. (AF IMT 1042 is prescribed in AFI 48-123, Volume 3. Refer to that publication for guidance on filling out the form.)

5.5.4.1. **(Added-ALTUSAFB)** Flying squadron's SARM will verify receipt of AF IMT 1042 prior to a student beginning/continuing DNIF restricted training.

5.6. Adopted IMTs and Forms: AF Form 8, Certificate of Aircrew Qualification

AF Form 63, Active Duty Service Commitment

AF IMT 174, Record of Individual Counseling

AETC Form 499, Distinguished Graduate Certificate

AF IMT 1042, Medical Recommendation for Flying or Special Operational Duty

AF IMT 1381, USAF Certification of Aircrew Training

AF IMT 4022, Aircrew Training Folder

AF IMT 4023, Aircrew Training Progress Report

AF IMT 4024, Aircrew Training Accomplishment Report

AETC Form 6, Waiver Request

AETC Form 126G, Record of Commander's Review Action (Graduate Flying Training)

AETC Form 173, Student Record of Academic/Nonacademic Counseling and Comments

5.6. (ALTUSAFB)Adopted Forms. Altus AFB Form 63.

5.7. Prescribed Form: AF Form 847, Recommendation for Change of Publication

5.7. (ALTUSAFB)Prescribed Forms. AF Form 3862, *Flight Evaluation Worksheet*; AF Form 4031*, CRM Skills Criteria Training/Evaluation Form.*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

AA—Approving authority

ADSC—Active duty service commitment

AETCI—Air Education and Training Command Instruction

AF—Air Force

AFC—Aircrew fundamentals Course

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFRC—Air Force Reserve Command

AGEP—Aircrew Graduate Evaluation Program

ANG—Air National Guard

AT—Additional training

ATD—Aircrew training device

ATS—Aircrew Training System

ARMS—Aviation Resource Management System

ASC—Aviation Service Code

BIT—Break in training

CAP—Commander's Awareness Program

CEA—Career Enlisted Aviator

CFETP—Career Field Education and Training Plan

CoE—Center of Excellence

CR—Commander's review

CRM—Crew resource management

CTS—Course training standards

DG—Distinguished graduate

DNIF—Duty not including flying

DO—Operations officer/director of operations

EC—Elimination Check

ETCA—Education and Training Course Announcements

FEB—Flying evaluation board

FEF—Flight evaluation folder

FFT—Formal Flying Training

FLT/CC—Flight commander

FS—Flight surgeon

FTPA—Flying Training Production Analysis

FTU—Formal training unit

GTIMS—Graduate Training Information Management System

IA—Initiating authority

ISD—Instructional System Development

LOA—Lack of adaptability

MAJCOM—Major command

MDS—Mission design series

MIF—Maneuver item file

MilPDS—Military Personnel Data System

MOA—Manifestation of apprehension

MTL—Master Task List

NAF—Numbered Air Force

NG—No grade

NGB—National Guard Bureau

OG/CC—Operations group commander

OPR—Office of primary responsibility

P—Proficient

PA—Privacy Act

PA—Proficiency Advance

PC—Progress Check

PCS—Permanent Change of Station

PFT—Programmed flying training

POC—Point of contact

PTO—Physiology training officer

QAR—Quality Assurance Representative

RDS—Records Disposition Schedule

RPL—Required performance level

S—Satisfactory

SME—Subject Matter Expert

SNP—Student Non-Progression

SPIF—Student Personal Information Folder

SQ/CC—Squadron commander

SSN—Social security number

TDY—Temporary Duty

TIMS—Training Integration Management System

TMS—Training Management System

TRS—Training squadron

U—Unsatisfactory

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

U&TW—Utilization and Training Workshop

VIMS—Visually induced motion sickness

WG/CC—Wing commander

Terms

Additional Training (AT)— Additional sorties given in training to bring a student's performance up to standards.

Aircrew Training Device (ATD)— Any ground based training device. This includes the Avionics Systems Management Trainer (ASMT), Cockpit Procedures Trainer (CPT), Fuselage Trainer (FuT), and Weapon Systems Trainer (WST), as well as Part Task Trainers such as the CNI-MU Emulator (CNI-E), and the MFCD Emulator (MFCD-E).

Aircrew Training Systems (ATS)— For the purpose of this document, ATS refers to all contractors that conduct AETC MAF flying training.

Block of Training— A group of lessons or sorties in a syllabus. A block may be defined in the syllabus as day or night, academic or simulator, qualification or tactical, etc. It is usually of a particular type and prerequisite to another block. A block of training is the same as a phase of training.

Break-in-Training (BIT)— An interruption in the training flow. This interruption may be due to a planned event such as a holiday, or due to unforeseen circumstances such as weather, maintenance, DNIF, etc.

Category— All units, phases, or blocks of training contained in the same MIF table.

Commander's Review Process (CR)— An administrative process to determine whether a student is eliminated from or reinstated in training after they have failed to meet established training standards.

Course of Training— The entire program of flying, simulation and academics conducted in all media during the programmed training days.

Course Training Standards (CTS)— The training standards describing the skills and degree of proficiency required of the graduates of this course.

Elimination Check (EC)— A special check given to evaluate skill level and potential, and to determine if a student should either continue in training or be recommended for elimination.

Education and Training Course Announcements (ETCA)— Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, clothing requirements and location information. **https://etca.randolph.af.mil**/.

Event— A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. An event is the same as a task.

Initial CEA— A student that has not successfully completed an aircraft mission qualification evaluation.

Flight Duty Period— The period of time conducting official duties according to AFI 11-202, Volume 3, and its AETC Supplement.

Flight Evaluation— AF Form 8 flight evaluation administered by a flight examiner.

Flying Evaluation Board (FEB)— Selected individuals appointed to examine an aviators professional qualification for aviation service, evaluate potential for future duties, and make recommendations to higher authorities.

Lesson— Several events or tasks that make up a syllabus training objective. A lesson is associated with academic training.

Maneuver Item File (MIF)— A listing of all maneuvers, and proficiency required in each maneuver, for all lessons in this course.

Medium— The delivery vehicle for presenting instructional material or basic communication stimuli to a student to induce learning. Instructor Based Training (IBT) lecture/discussion, slides, CBT, aircrew training devices, static aircraft and flying aircraft are media used in this course.

Manifestation of Apprehension (MOA)— A state of psychological anxiety, apprehension, and (or) physical impairment exhibited by students toward the training environment.

Military Personnel Function— The unit or office responsible for conducting personnel actions.

Objectives— Objectives precisely specify the performance of a specific behavior, the condition under which the behavior is accomplished, and the minimum standard of acceptable performance.

Part-Task Trainer (PTT)— Operator trainers allowing selected aspects of a task/event; fuel system operations, hydraulic system operations, radar operations, etc., to be practiced and a high degree of skill developed independently of other task/event elements.

Proficiency— The ability to perform at the minimum acceptable speed, accuracy, and safety.

Proficiency Advancement (PA)— Advancement based on the student's satisfactory achievement of objectives prior to the end of a block/phase or sortie/lesson.

Progress Review Process (PR)— An administrative, fact-finding process conducted when an aircrew member fails to meet established training standards. A PR is used to recommend/evaluate additional training and/or removal from formal course.

Qualified CEA— A student who holds an aeronautical rating, qualified for aviation service, is required to obtain/maintain flying skills, and is on Aeronautical Orders as career aviators.

Required Proficiency Level (RPL)— A two digit alphanumeric code indicating performance and knowledge level required in a given job element. Each task/job element for the course has an associated RPL.

Situational Awareness (SA)— Aware of environment in and around the aircraft, takes appropriate actions, and understands cause and effect of actions taken.

Sortie— Begins at prebrief and ends at the closeout time documented in the AFTO Form 781. An ATD sortie begins when the training lesson starts and is completed when the training lesson ends. A sortie is associated with flying training and comprised of several tasks or events.

Task— A training item to be accomplished. Several events or tasks constitute a training lesson or sortie. A task is the same as an event.

Training Days (TD)— The number of days that training events are planned to occur for a class. (e.g., Academic, Simulator or Flying)

Training Record— Any media (electronic or paper based) used to capture student training information. May also be referred to as, training folder, grade book, etc.

Training Management System (TMS)— A computer system used to manage courses of training.

Visually Induced Motion Sickness (VIMS)— A type of motion sickness caused by exposure to optical depictions of inertial motion such as movements experienced in a training device.

Unit of Training— A group of lessons in any category with the same first or last two numbers in the lesson designator and the same list of maneuvers and objectives. Several units make up a block or phase of training.

Attachment 1 (ALTUSAFB)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 11-418, *Operations Supervision*
Altus In-Flight and Tactical Guide (*formerly Tactical Flimsy*)

Abbreviations and Acronyms
ARS -Air Refueling Squadron
AS -Airlift Squadron
BIQ -Boom Operator Initial Qualification
BSA -Base Survey Administrator
FIP -Fitness Improvement Program
FSS -Force Support Squadron
GTIMS -Graduate Training Integration Maganagement System
IMS -International Military Student
IMSO -International Military Student Office
IQ -Initial Qualification
LIQ -Loadmaster Initial Qualification
LOR -Letter of Reprimand
OG -Operations Group
OTA -Oracle Training Administration
SARM -squadron aviation resource management
SAV -Staff Assistance Visit
SFIP -Self-Paced Fitness Improvement Program
STM -Student Training Manager
TMS -Training Management System
TRP -Training Review Panel

UFPM -Unit Fitness Program Manager

Attachment 2

SAMPLE STUDENT NOTIFICATION MEMORANDUM

(Date)

MEMORANDUM FOR (Student's Name)

FROM: (Initiating Authority)

(Address)

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review will evaluate all circumstances relating to your training and make recommendations regarding your retention in or elimination from training.

2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Your memorandum and/or written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file kept at 19 AF/DO and will be destroyed 1-year after completion of training according to Air Force Records Disposition Schedule (RDS); https://www.my.af.mil/gcss-af61a/afrims/afrims/ (Table 36-44, Rule 05.00). The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. Note: You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than 2 duty days after receipt of this memorandum.

(Initiating Authority's Signature)

1st Ind

TO: (Initiating Authority)   (Date)

Receipt acknowledged.

(Student's Signature)

Attachment 3

BRIEFING GUIDE AND CHECKLIST FOR THE CR PROCESS

A3.1. Initiating Authority (IA). The student's SQ/CC is the IA, The IA will:

Note: During contractor provided training, the TRS/CC conducts the CR. Once a student begins flight line training, the flying SQ/CC conducts the CR.

A3.1.1. Inform the student that the CR process is being initiated and state reasons for the action.

A3.1.2. Explain the CR process to the student.

A3.1.3. Remove the student from training pending the approving authority's (AA) decision. Note: The IA may elect to continue the student in academics only training with Reviewing Authority (RA) concurrence.

A3.1.4. Notify the HARM office to suspend the student's aeronautical orders according to AFI 11-402/AETC SUP.

A3.1.5. Notify the student in writing of consideration for elimination (Attachment 2).

A3.1.6. Inform the student of individual rights for legal assistance and representation.

A3.1.7. Advise the student to submit a memorandum within 2 duty days identifying any factors that may have affected training.

A3.1.8. Complete AETC Form 126G, Section I and clearly state the reason(s). Indicate whether the student is an Initial CEA or a Qualified CEA. Complete Section V with applicable information.

A3.1.9. Ensure the student completes AETC Form 126G, Section II.

A3.1.10. Forward the completed AETC Form 126G with the student's memorandum, training record, any attachments and written documentation (if applicable) to the RA no later than 4 duty days after notifying the student.

A3.2. Reviewing Authority (RA). The OG/CC is the RA. The RA will:

A3.2.1. Review the student's training and determines if any training irregularity would warrant retention in training. Note: The OG/CC may delegate this review and recommendation authority to the operations group deputy commander. The RA will discuss the circumstances of the elimination with the IA. The RA may interview the student, as necessary.

A3.2.2. Complete AETC Form 126G, Section III. When applicable, make comments as to the student's retention in training.

A3.2.3. For medical eliminatees, provide a statement evaluating the student's ability to complete training if medically requalified.

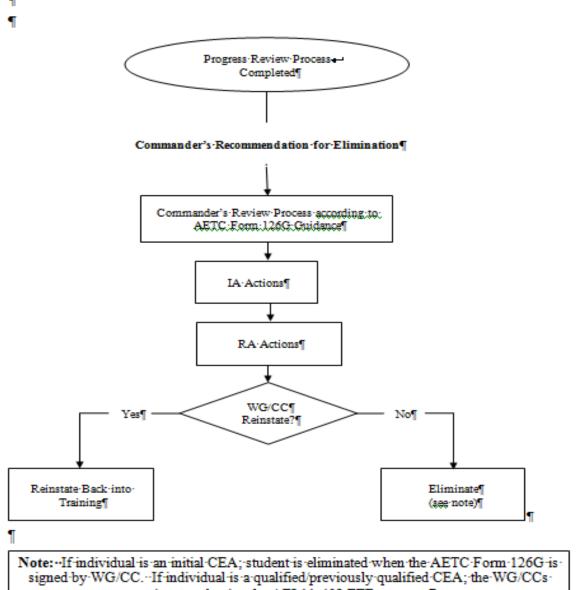A3.2.4. Forward the AETC Form 126G with all applicable records to the AA for final review.

A3.3. Approving Authority (AA). The WG/CC is the AA. The AA will:

A3.3.1. Review the student's records and RA's comments.

A3.3.2. Decide whether the student will be reinstated or eliminated from training.

A3.3.2.1. For Initial CEA students - marking the "eliminate" block indicates the final decision on elimination and the student is permanently removed from the course.

A3.3.2.1.1. Complete Section IV of AETC Form 126G, annotating any recommendations of follow-on training for the student. The AA may also recommend lateral flow of enlisted initial CEA students to other aircraft or crew positions. The WG/CC ensures coordination of lateral training requirements through HQ AETC/A3Z. Note: Do not recommend students eliminated for manifestation of apprehension (MOA) for any other flying training.

A3.3.2.1.2. Upon elimination, inform the student of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, Assignments. Explain the possibility of reassignment action or release from extended active duty under the separation policies.

A3.3.2.2. For Qualified CEA students - marking the "FEB" block requires initiation of an FEB according to AFI 11-402/AETC SUP.

I have briefed the student on all items listed above.

(Signature)   (Date)

_____   _____

(BRIEFING OFFICER'S NAME, GRADE, AND TITLE)

I have been briefed on all items listed above.

(Signature)   (Date)

_____   _____

(STUDENT'S NAME AND GRADE)

Attachment 4

OVERVIEW OF COMMANDER'S REVIEW PROCESS

```
                    ┌──────────────────────────┐
                   (   Progress Review Process   )
                   (        Completed¶           )
                    └──────────────────────────┘
                               │

          Commander's Recommendation for Elimination¶

                               │
                    ┌──────────────────────────┐
                    │ Commander's Review Process │
                    │  according to AETC Form    │
                    │    126G Guidance¶           │
                    └──────────────────────────┘
                               │
                         ┌──────────┐
                         │ IA Actions¶│
                         └──────────┘
                               │
                         ┌──────────┐
                         │ RA Actions¶│
                         └──────────┘
                               │
                          ◇───────────◇
            Yes¶ ─────────  WG/CC¶       ───────── No¶
                  │        Reinstate?¶   │
                          ◇───────────◇
             │                                  │
     ┌────────────────┐              ┌────────────────┐
     │ Reinstate Back into│          │   Eliminate¶     │
     │    Training¶        │          │   (see note)¶    │
     └────────────────┘              └────────────────┘
```

Note: If individual is an initial CEA, student is eliminated when the AETC Form 126G is signed by WG/CC. If individual is a qualified/previously qualified CEA, the WG/CCs signature begins the AFI 11-402 FEB process.¶